



BMC2 VS 2025 Peer Review Coordinator Upload Guidelines

Case Lists

The BMC2 Coordinating Center will post case lists to Nextcloud (like reports). This list will contain the Record ID#s, DOB, Gender, admission date, procedure date, and DC date. Coordinators will be required to upload the redacted documentation for a maximum of 3 cases.

To retrieve your case list:

- Locate the email sent to you by "BMC2 Distribution". The email's subject line is BMC2 VSURG Peer Review - Site (your hospital ID).
- Click on the link in the email. This link will take you to Nextcloud.
- Open the reports folder.
- Scroll down to the vsurg_peer_review folder and open it.
- Open the 2025 folder.
- Download the Excel spreadsheet.
- Review the list of cases.

If you have questions or need assistance, please contact Rebecca Fleckenstein at the Coordinating Center at (734) 328-4267.

2025 Dates to Remember

Case lists posted by 3/19/2025.

Case documentation upload deadline 4/21/2025.

Cross-site physician review 5/16/2024-5/30/2025.

Required Documentation

Each assigned case should include the documentation listed below. Combine the documents into **one pdf file***. Name each file using **VS_[the Record ID#].pdf**. For example, if the record ID# is 1234567. You will name the file VS_1234567.

- Anonymized pre-procedure carotid duplex US imaging file (name file with the record ID#).
- Pre-procedure carotid duplex US imaging report that corresponds with the pre-procedure carotid duplex US imaging file.

****The pdf should include the date of service.***

Obtaining Carotid Duplex US Imaging File

The department at your hospital that has the carotid duplex US report will have the imaging file. This department will most likely be the radiology or ultrasound department. The imaging file must be redacted per the specifications in the File Redaction section below. The radiology or ultrasound department will redact the imaging file for you.

The imaging files cannot be sent to you by email. They will be too large. You will need to collaborate with your US/Radiology department and set up a folder on a shared drive. The US/Radiology department can download the imaging files to the folder on the shared drive, and you can access this folder to upload the imaging files to the BMC2 document uploader website.

File Redaction

The process for obtaining and redacting files will vary by site, depending on the protocols and procedures in place. If you are unfamiliar with your site's protocols, BMC2 recommends contacting your Health Information Management (HIM) or Medical Records department for assistance. If you have questions regarding the redaction of a piece of



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information, contact the [Coordinating Center](#) for clarification. **Please read the redaction guidelines carefully. Failure to follow these guidelines could result in a deduction of P4P points.**

Information to redact

- PHI: Patient Name, MRN, SSN, address, full-face photograph, etc.
- Geographic areas smaller than a state (city, township, street name, etc.)
- Encounter number, FIN number, insurance plan
- References to the hospital or location of the procedure (hospital name, address, zip code, site logo)
- Operator information or referring physician
- All employee names
- All phone numbers and fax numbers
- Any information that could allow a reviewer to identify the patient, the hospital, or the physician

Do not redact the patient's DOB unless the patient is older than 89. **Do not** redact the date of service listed on the document.

Methods for redacting information

HIM/Medical Records Departments

The HIM/Med Records Departments at some sites will gather and redact the required information; however, **the coordinator is responsible for communicating the information to redact to the HIM/Med Records Department.**

- **Coordinators are responsible for verifying that all necessary fields have been removed.**
- Coordinators are still required to upload documents following the guidelines given by BMC2.

Adobe Acrobat Pro

Adobe Acrobat Pro has an easy-to-use redaction feature for redacting pdf information. This method best ensures that the reviewer cannot see the redacted information.

Using Adobe Acrobat Pro for Redaction:

- Sign in to your EMR
- Epic users go to [page 6](#) for instructions on remotely redacting a pdf.
 - This method may or may not be available for you based on the Epic version at your hospital.
- Cerner users go to [page 9](#) for instructions on remotely redacting a pdf.

Manual Redaction:

- **Whiteout tape/rollers** (Next best method if Adobe Acrobat Pro is inaccessible).
- **Black marker** (Sharpie, Magnum, Flipchart, etc.) **You must copy the documents after redacting the information with a black marker before scanning the documents so that information will not show through the marker.**
The coordinating center will return the documents to the coordinator for correction, and P4P points will be deducted if the information shows through the black marker.

Whatever method you use for redaction, **please have a co-worker double-check your redaction before uploading your file.**

Uploading Case Files

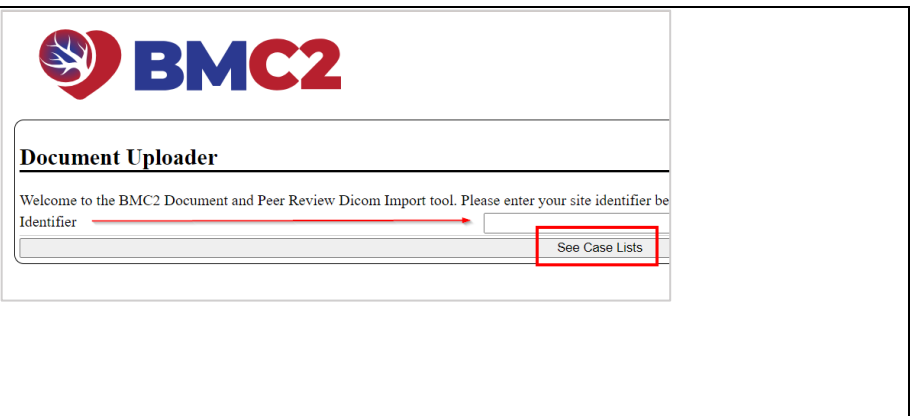
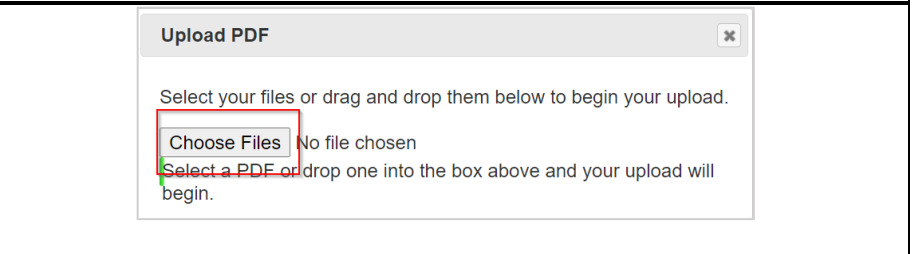
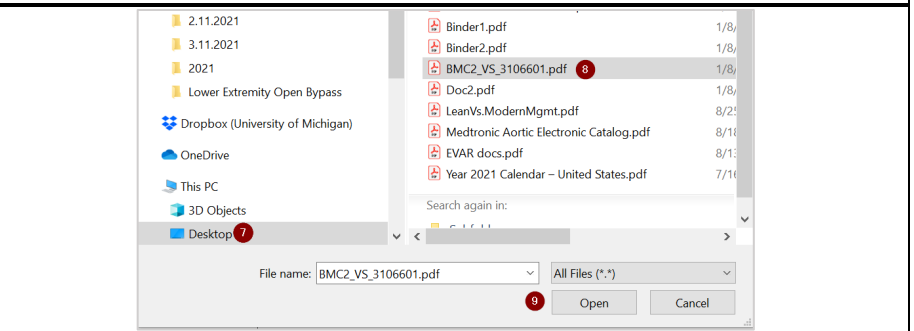
After you have gathered and redacted the necessary case documentation, converted the imaging report to a pdf, and obtained the anonymized imaging file, the next step is to upload the files to the [BMC2 Document Uploader](#) website.

BMC2 VS 2025 Peer Review Coordinator Upload Guidelines

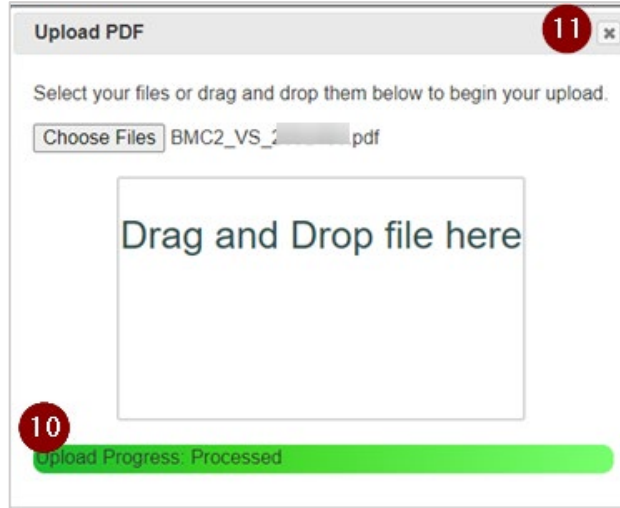
Uploading all documentation to the BMC2 Peer Review Uploader website is required. Notify [Rebecca Fleckenstein](#) at the BMC2 Coordinating Center via email when all files are uploaded.


The coordinating center staff will review the documents for completeness, redaction, and correlation after they have been submitted. Coordinators will be notified via email when their cases have been reviewed and the next steps they should take.

Uploading Case Files to the BMC2 Document Uploader Website

<ol style="list-style-type: none"> Go to the BMC2 Document Uploader website using Chrome, Firefox, or Microsoft Edge. Do not use Internet Explorer. You will not be able to upload files using Internet Explorer. Enter your site number in the Identifier field. Select See Case Lists. 																	
<ol style="list-style-type: none"> Scroll down the page and locate Phase: VS-2025. A list of Record ID#s will display. Locate the Record ID# under the Case column. Click on the pdf icon that corresponds to the Record ID#. The pdf icon is on the right side of the screen. 	<table border="1"> <thead> <tr> <th>Case</th> <th>Status</th> <th>Dicoms</th> <th>PDF</th> </tr> </thead> <tbody> <tr> <td>3106601 ⁴</td> <td>Collecting</td> <td></td> <td> ⁵</td> </tr> <tr> <td>3467507</td> <td>Collecting</td> <td></td> <td></td> </tr> <tr> <td>2252203</td> <td>Collecting</td> <td></td> <td></td> </tr> </tbody> </table>	Case	Status	Dicoms	PDF	3106601 ⁴	Collecting		⁵	3467507	Collecting			2252203	Collecting		
Case	Status	Dicoms	PDF														
3106601 ⁴	Collecting		⁵														
3467507	Collecting																
2252203	Collecting																
<ol style="list-style-type: none"> The Upload PDF screen will display. Click on the Choose Files button. 																	
<ol style="list-style-type: none"> Locate where your file is on your computer. Click on the file. Select the Open button. 																	

- 11. You will see the **Upload PDF** box again. You know that your file is being uploaded when you see the green bar and the word "Processed."
- 12. Click on the X in the top right corner of the screen.

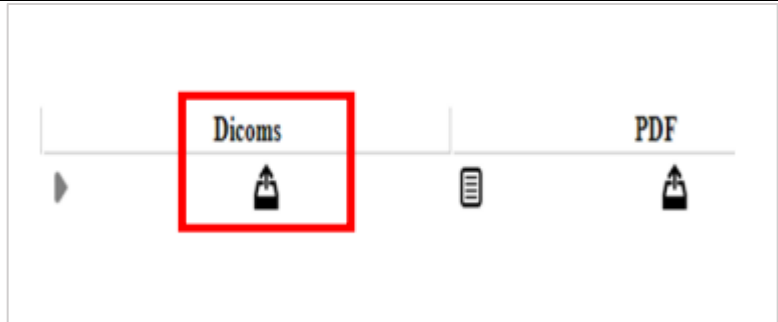


- 13. Click on the reload icon  to refresh the page.

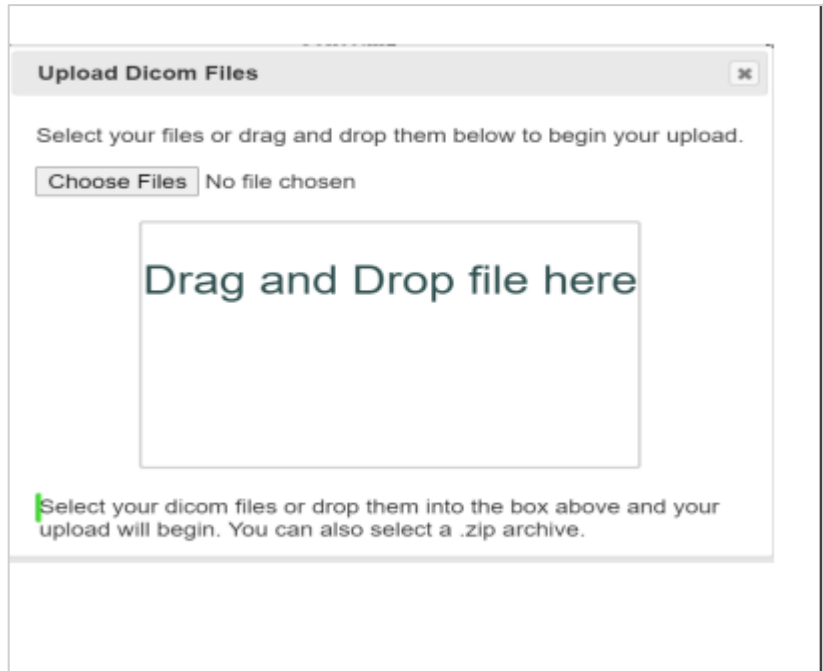
- 14. The pdf icon is now black instead of grey. Click on that icon to the left of the pdf tray icon to review the file you uploaded.



- 15. You will **similarly upload Dicom files**. Using the same case list number, select the **Dicom icon**. Your internet speed is essential when uploading these files because they are large. *Wired internet connections typically have faster speeds or those with limited devices running off the same connection.

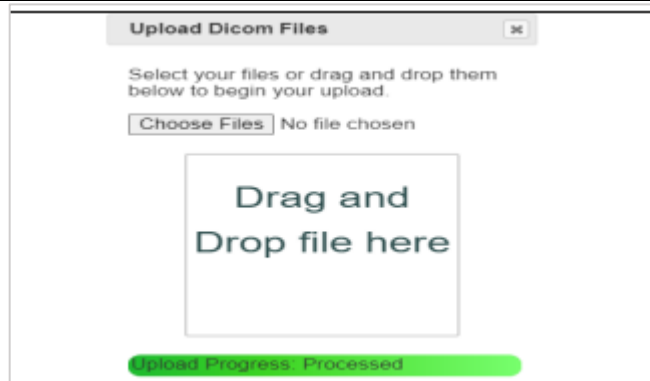


16. The **Upload Dicom Files** screen will display. We suggest using the "Drag and Drop" feature. By using this feature, the system will identify the appropriate Dicom files to upload. You may also find this feature helpful with zip files that are slow to upload. For zip files, extract the files from the zip file and select "CTRL+A," then move all files at once, which should enable your files to upload more quickly.

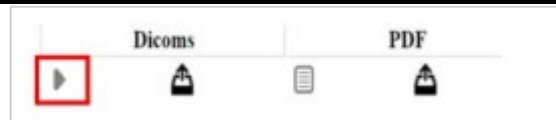


If you have a zip file. Unzip the file and click "CTRL+A" to select all files. Then, drag and drop those files. **YOU WILL NOT BE ABLE TO UPLOAD THE FILES ONE BY ONE OR UPLOAD A ZIP FILE THAT HAS NOT BEEN UNZIPPED.**

17. You will see the progress of your Dicom files uploading via the green bar, and the upload is complete when you see "Processed."



18. Click on the play symbol to the left of the Dicom upload symbol if you wish to review your uploaded images.



19. You will also notice a column titled "Status." This column will change from "Collecting" to "Complete" once BMC2 reviews the entire submission (images and pdf) and marks it as complete.

Status	Dicoms	PDF
Collecting		
Complete		
Collecting		
Complete		
Complete		
Complete		

How to remotely redact a pdf for Epic users

1. Select the **patient** in Epic. Go to **Chart Review**.

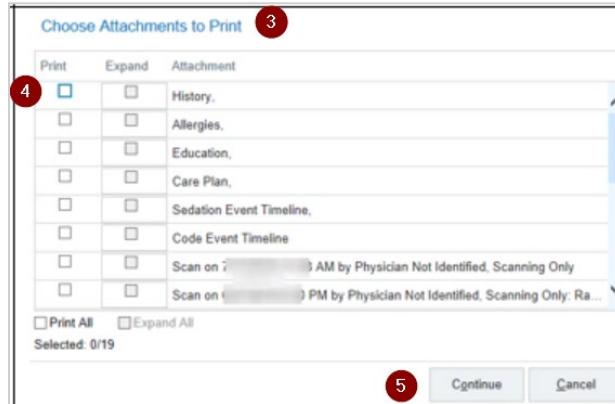
2. Click the **Encounters** or **Notes** tab and double-click the **Admission (Discharge)** encounter. Click on the **printer icon** located at the top left side of the note.



3. The **Choose Attachments to Print** box will display.

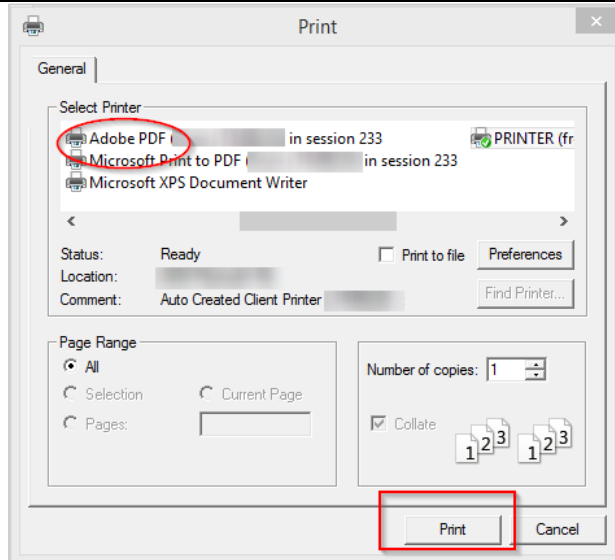
4. Click on the **box** under the **Print** column for each document you want in your pdf.

5. Select **Continue**.

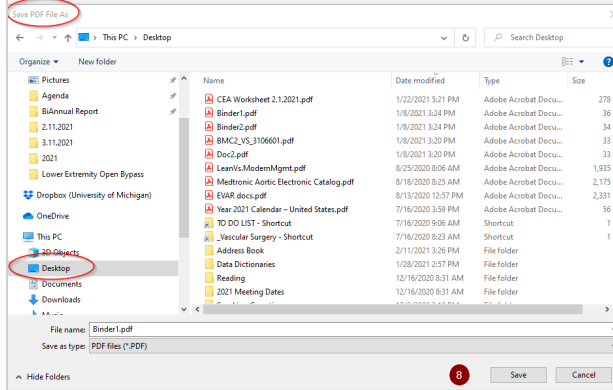


6. The **Print** box will display. Select **Adobe PDF**.

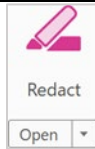
7. Select **Print**.



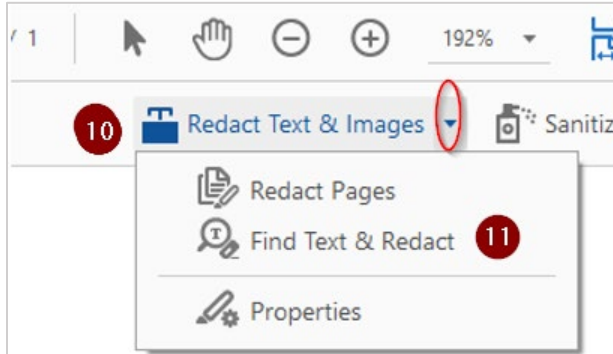
8. The **Save PDF File As** box will display. Save the pdf to your computer. You do not need to rename the file at this time.



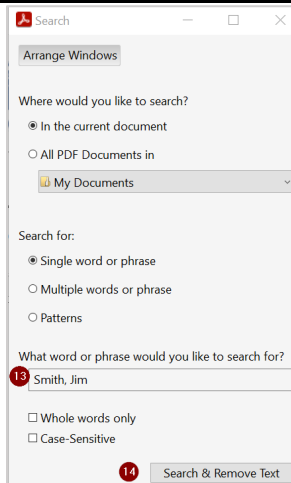
9. Open the pdf on your computer if it does not open. Select **Tools** on the top left of the page. Scroll down and choose the **Redact** icon.



10. You will see the document again. Click on the **arrow** next to **Redact Text & Images** at the top center of the page.
 11. Select **Find Text & Redact**.
 12. Select **OK**.



13. A box will display. Type in the word or phrase you want to redact in the **What word or phrase would you like to search for?** field. For example, type in Smith, Jim.
 14. Click on the **Search and Remove Text** button.

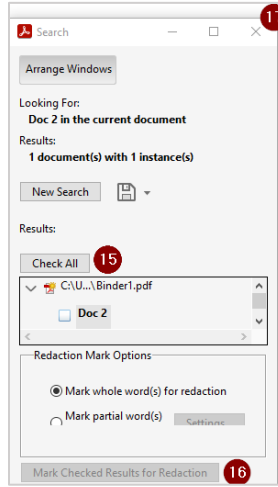


15. Select **Check All**.

16. Select **Mark Select Results for Redaction**.

Repeat **Steps 11 – 16** until all required data are redacted.

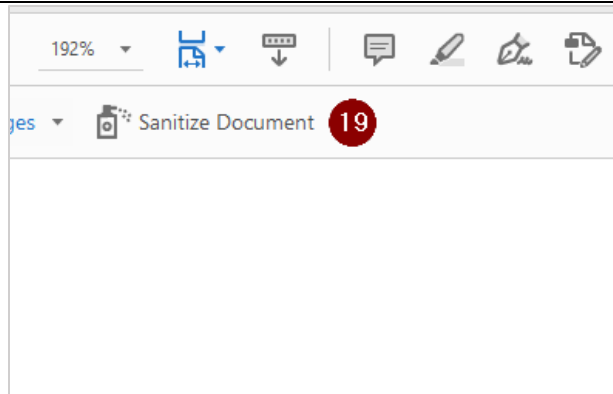
17. When you have redacted all required data, close the window.



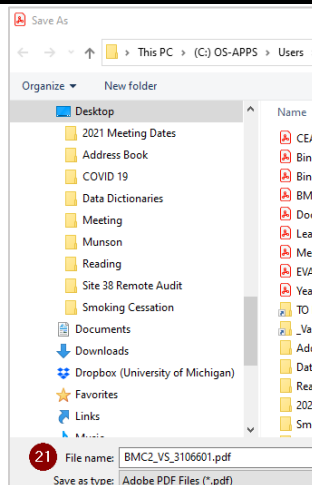
18. Scroll through the document to make sure that all data are redacted. If you find an item that needs to be redacted, click on the **Redact** icon on the page's right-hand side. Highlight the data you want to redact. A black box will appear over the data that you highlighted.

19. Click **Sanitize Document** at the top center of the page.

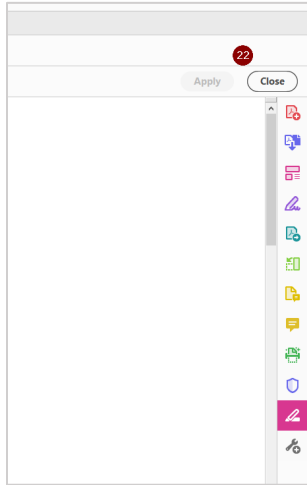
20. Click **OK**.



21. The **Save PDF File As** box will display. Type **VS_[the Record ID#]** in the **File name** field. Save the pdf to your computer.

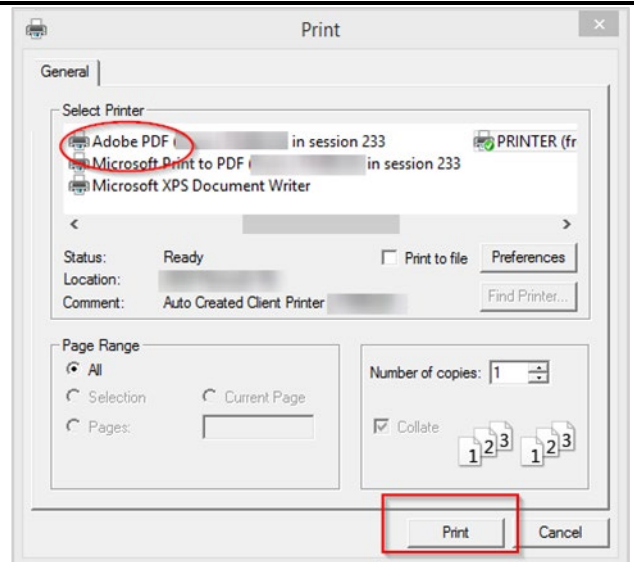


22. You will see the open pdf. Click the **Close** button on the top right side of the pdf. Close the pdf.

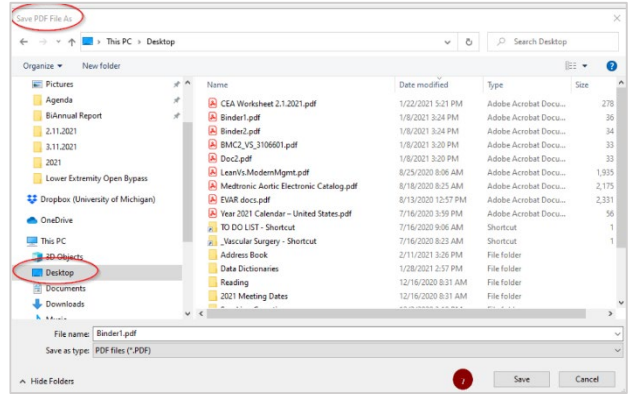


How to remotely redact a pdf for Cerner users

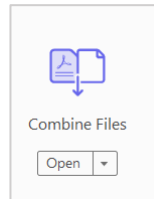
1. Select the patient in Cerner.
2. Open the document you want to save as a pdf.
3. Right-click on the document. Select **Print**.
4. The **Print box** will display. Select **Adobe PDF**.
5. Select **Print**.
6. Click on **Continue**.



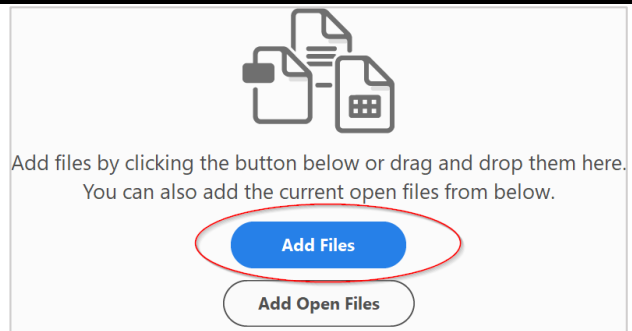
7. The **Save PDF File As** box will display. Save the pdf to your computer. Rename your file so that you know what type of document it is. For example, rename your file H&P.



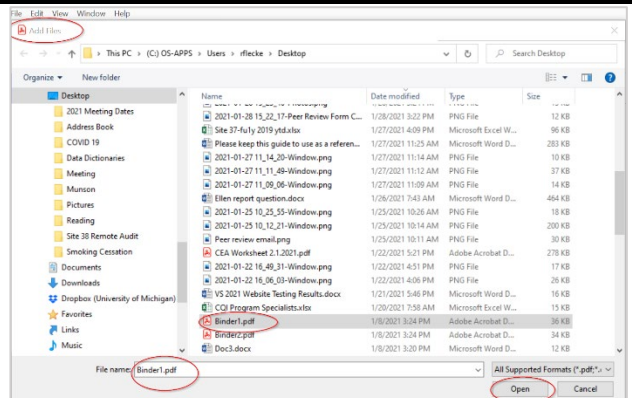
8. Repeat **steps 2 – 7** until you save all required documents on your computer.
9. Open one of the pdfs that you saved to your computer.
10. Select **Tools** on the top left of the page. Scroll down and choose the **Combine Files** icon.



11. Select **Add Files**.

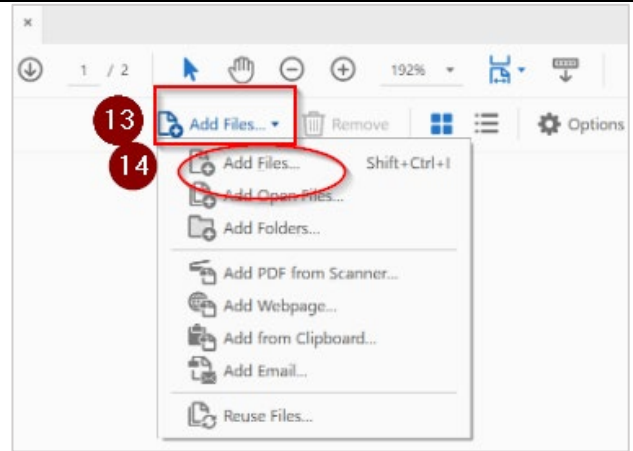


12. The **Add Files** box will display. Find the pdf you just opened on your computer. Click on the file one time. You will see the name of the file in the **File Name** box. Select **Open**.



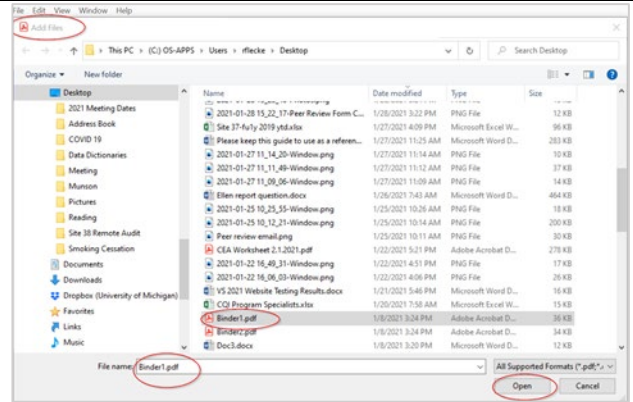
13. Select **Add Files** at the top of the page.

14. Select **+ Add Files**.



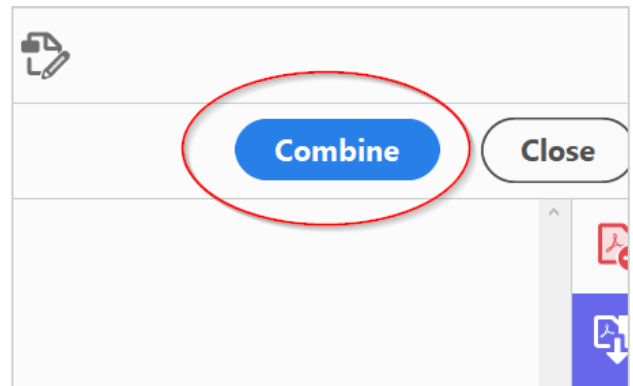
15. The **Add Files** box will display again. Find another pdf that you saved on your computer.

16. Select **Open**.

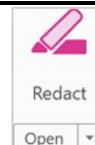


17. Repeat **Steps 13 – 16** until you have added all the documents you saved on your computer.

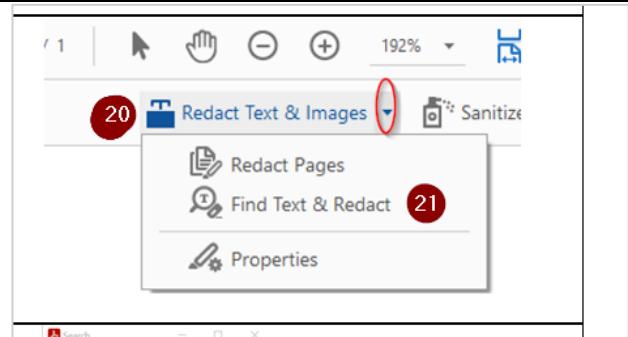
18. Select the **Combine** button at the top right side of the page. You have now combined all of your separate pdfs into one pdf.



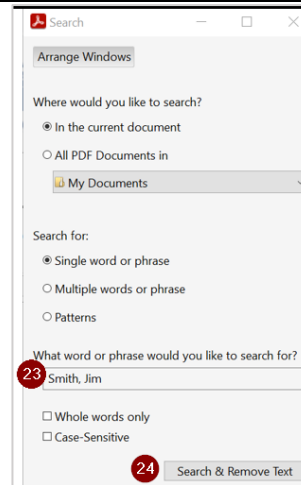
19. Select **Tools** on the top left of the page. Scroll down and choose the **Redact** icon.



20. You will see the document again. Click on the arrow next to **Redact Text & Images** at the top center of the page.
21. Select **Find Text & Redact**.
22. Select **OK**.



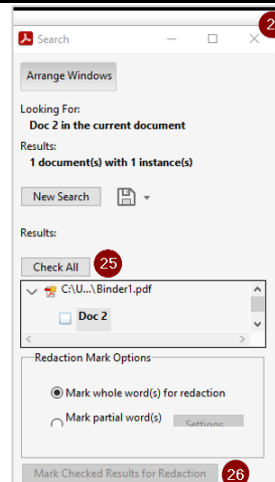
23. A box will display. Type in the word or phrase you want to redact in the **What word or phrase would you like to search for?** field. For example, type in Smith, Jim.
24. Click on the **Search & Remove Text** button.



25. Select **Check All**.
26. Select **Mark Checked Results for Redaction**.

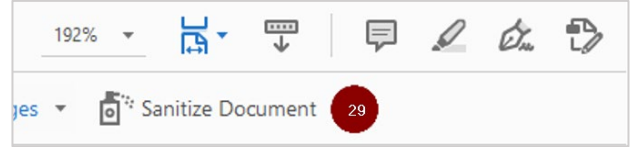
Repeat **Steps 21 - 26** until all required data are redacted.

27. When you have redacted all required data, close the window.

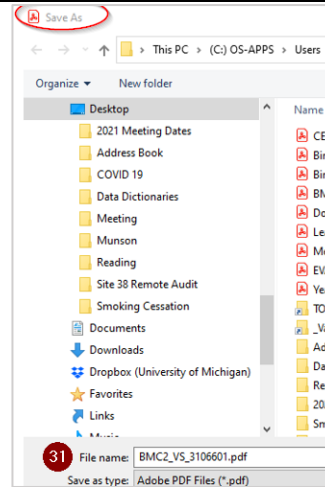


28. Scroll through the document to make sure that all data are redacted. If you find an item that needs to be redacted, click on the **Redact** icon on the page's right-hand side. Highlight the data you want to redact. A black box will appear over the data that you highlighted.

29. Click **Sanitize Document** at the top center of the page.
30. Click **OK**.



31. The **Save As** box will display. Type **VS_[the Record ID#]** in the **File** name field. Save the pdf to your computer.



32. You will see the open pdf. Click the **Close** button on the top right side of the pdf. Close the pdf.

